

**PUBLIC NOTICE AND AGENDA OF THE GROVELAND SPECIAL CITY COUNCIL MEETING  
SCHEDULED TO CONVENE AT 6:00 P.M., TUESDAY, SEPTEMBER 06, 2016 IN THE E.L.  
PURYEAR BUILDING LOCATED AT 243 S. LAKE AVENUE, GROVELAND, FLORIDA**

MAYOR	TIM LOUCKS	tim.loucks@groveland-fl.gov
VICE-MAYOR	KAREN MCMICAN	karen.mcmican@groveland-fl.gov
COUNCIL MEMBER	MIKE RADZIK	mike.radzik@groveland-fl.gov
COUNCIL MEMBER	DINA SWEATT	dina.sweatt@groveland-fl.gov
COUNCIL MEMBER	JOHN GRIFFIN	john.griffin@groveland-fl.gov
CITY ATTORNEY	ANTA GERACI-CARVER, ESQ.	
CITY MANAGER	REDMOND D. JONES, II	redmond.jones@groveland-fl.gov
ACTING CITY CLERK	LISA CORTESE	lisa.cortese@groveland-fl.gov
SERGEANT-AT-ARMS	CHIEF M. SMITH TENNYSON	melvin.tennyson@groveland-fl.gov

**Please note:** Most written communication to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**AGENDA**

1. Approve Ordinance 2016-09-20: Setting the 2016-2017 Millage Rate at 5.6000 per \$1,000 of Valuation of Ad Valorem Taxes
2. Approve Ordinance 2016-09-21: Adopting Annual Operating Budget FY 2016-17

**Public Comment\***

**Announcements**

**Adjournment**

*\*Groveland Code of Ordinances Sec. 2-58 (f).* Any person desiring to address the council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, members of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a councilmember or city official except through the presiding officer. If your address is exempt from public record you are not required to state it. In addition, do not give out your Social Security Number, phone number, email address of any other information you do not want others to have access to as the meetings are recorded and those recordings are considered public record.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.



## CITY COUNCIL WORKSHOP

**MEETING DATE:** September 6, 2016

**ITEM NUMBER:** 1

**AGENDA ITEM:** First Reading of Ordinance 2016-09-20 Setting the 2016-2017 Millage Rate at 5.6000 per \$1,000 of valuation of ad valorem taxes

**CITY GOAL:** Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

**PREPARED BY:** Gwen Walker, Finance Director

**DATE:** August 31, 2016

### BACKGROUND:

The proposed 2016-2017 general fund budget provides for a 4% salary increase for staff, the addition of a budget analyst, a parks and recreation worker, and other Council initiatives. The rate of 5.600 mills represents a .009% reduction over the roll-back rate of 5.653 mills. The attached ordinance sets the FY 2016-2017 millage rate at 5.6000 per \$1,000 of valuation for ad valorem taxes.

Fiscal Year	Assessed Value	Millage Rate	Taxes Levied
2015-2016	\$604,893,627	5.6530 Roll Back	\$3,419,464
2015-2016	\$604,893,627	5.900 Not-to-Exceed	\$3,568,872
2015-2016	\$604,893,627	5.600	\$3,387,404

**STAFF RECOMMENDATION:** Approve the 2016-2017

**REVIEWED BY CITY MANAGER:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:**

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**ORDINANCE 2016-09-20**

**AN ORDINANCE ADOPTING A MILLAGE RATE OF \$5.6000 PER \$1,000.00 VALUATION FOR REGULAR AD VALOREM TAXES TO BE LEVIED DURING THE FISCAL YEAR OF THE CITY OF GROVELAND, FLORIDA FROM OCTOBER 1, 2016, THROUGH SEPTEMBER 30, 2017, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, a public hearing was held on September 6, 2016, and September 19, 2016, as to the ad valorem millage rate and budget for fiscal year October 1, 2016, through September 30, 2017, and

**WHEREAS**, the second public hearing was duly advertised in the Orlando Sentinel as required by Florida Statute, Chapter 200 and Florida Statute, Section 166.041; and

**WHEREAS**, at such public hearing it was determined that the millage for the City of Groveland, Florida, fiscal year October 1, 2016, through September 30, 2017, should be set at \$5.6000 per \$1,000.00 valuation for regular ad valorem taxes, now therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF GROVELAND, FLORIDA, AS FOLLOWS:**

1. That the City of Groveland hereby levies a millage rate of \$5.6000 per \$1,000.00 valuation for regular ad valorem taxes on real and tangible personal property within the municipality for the fiscal year October 1, 2016, through September 30, 2017.
2. The millage rate of 5.6000 for fiscal year October 1, 2016, through September 30, 2017, represents a .009% decrease from the roll back ad valorem rate of 5.6530 for the fiscal year ending September 30, 2017.
3. The City Manager of the City of Groveland is hereby directed to forward a copy of the Ordinance adopting the aforesaid millage rate to the Lake County Property Appraiser, the Lake County Tax Collector, and the Department of Revenue of the State of Florida.
4. This Ordinance becomes effective immediately upon its adoption by the City Council of Groveland, Florida.

**PASSED AND ORDAINED** in regular session of the City Council of the City of Groveland, Lake County, Florida this 19<sup>th</sup> day of September 2016, in regular session, by the City Council of Groveland, Florida.

\_\_\_\_\_  
HONORABLE TIM LOUCKS, MAYOR  
City of Groveland

ATTEST:

\_\_\_\_\_  
Redmond Jones  
City Manager

Approved as to Form:

\_\_\_\_\_  
Anita Geraci-Carver  
City Attorney

Passed First Reading \_\_\_\_\_

Passed Second Reading \_\_\_\_\_

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Ordinance.  
Motion was seconded by Council Member \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

	YEA	NAY
Tim Loucks		
Karen McMican		
John Griffin		
Mike Radzik		
Dina Sweatt		



## REQUEST FOR CITY COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2016
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<b>ITEM NUMBER:</b> 2
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<b>AGENDA ITEM:</b> Justification for a Planner I (Entry Level) Position
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<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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<b>PREPARED BY:</b> Rodney Lucas, Interim Director, Community Development
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<b>DATE:</b> August 31, 2016
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**BACKGROUND:** In June 2016, the City entered into a Professional Services Agreement with Planning Design Group, LLC to assist with planning activities and development review while the City seek a qualified applicant and hire a senior planner.

At the direction of the City Council, the Community Development Department is providing supporting documentation to justify keeping an additional planner position in our budget of \$45,000 to hire another planner to assist with the backlog of Planning & Zoning reviews for development and zoning reviews for the Building Department.

On a number of occasions, developers have reported to a number of our City Council staff has fallen short in the application process causing delays with the issuance of building permits. affiliated to the approved projects, construction oversight, zoning review and others areas of needed improvements within the Community Development Department.

In order to address these needed changes, Planning Division Staff with the assistance of Planning Design Group, LLC has prepared justification matrix listed below and Power Point Presentation Slide (See attachment) based on the current Senior Planner duties and responsibilities. The methodology is based on the number of development applications submitted 2016 and duties of the Senior Planner as follows:

- Number of hours per year allocated for each application
- Planner of call duties (daily calls, general public inquires)
- Meetings (Miscellaneous)
- Professional Development (continued education requirements – Senior Planner)
- Application Plan review
- Administration (coordination, advertisements, emails)

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PLANNING & ZONING DIVISION TRENDS					
Year	Planners	# of Site Plans Reviewed For Develop.	P & Z Avg. Turnaround On Dev/Permits	Zoning Review for Bldg. Dept.	# of Hrs of O.T. for Planner
2014	Catherine (6 mo's – 3/14) Ryan (6/14-3/16)	56	Backlog – 180 days +	385	15 – 20 hrs per week
2015	Ryan & Ken (4/15-3/16)	72	90 – 120 days	271	10 – 12 hrs per week
2016	Ken (4/15-6/16) Abra (6/16-8/16) Jodi (8/16-current) & Robby w/PDG	45	Avg. of 120 days	262	20 hrs per week
Totals:	Avg. Planner staying 13 months	173 or avg. of 58 per year	Avg. processing time for Site Plan Review is 135	918 or avg. 306 minimum building permits	Avg. of 16 hrs of O.T. per week

**STAFF RECOMMENDATION:** Motion to approve additional Planner position in Community Development Department budget.

**REVIEWED BY CITY MANAGER:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:**

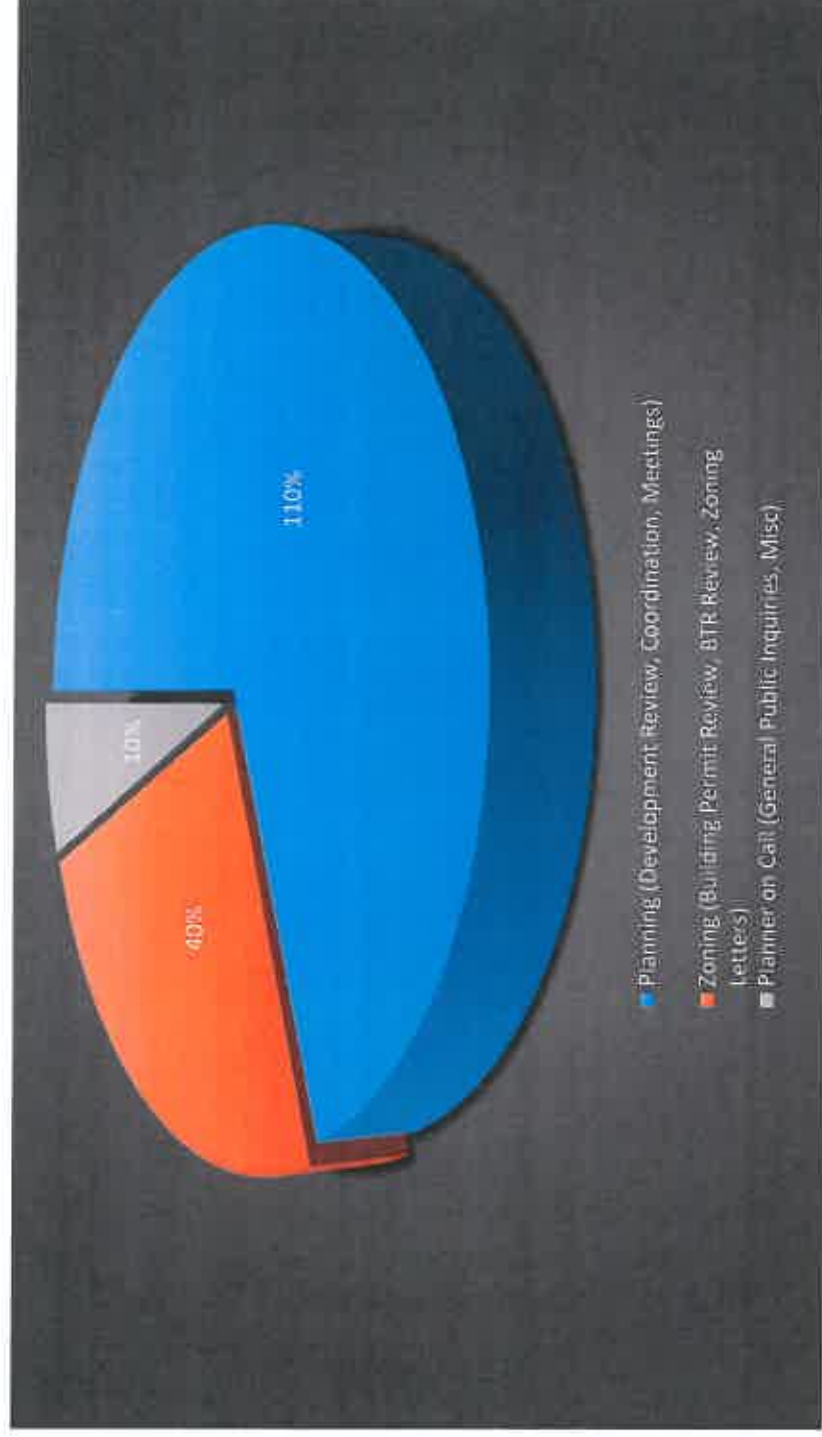
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# Planning Department Activities

One planner is currently responsible for processing the following types of applications:

- |   |  |
|---|--|
| 1) Annexation   | 14) Preliminary plats for subdivisions                             |
| 2) Comprehensive plan text amendments                               | 15) Recording – plats, easements, vacations, ordinances            |
| 3) Comprehensive plan small scale future land use map amendments    | 16) Rezoning applications for a regular zoning map change          |
| 4) Comprehensive plan large scale future land use map amendments    | 17) Rezoning applications for a zoning change to a PUD designation |
| 5) Concurrency Applications   | 18) Sign reviews   |
| 6) Construction plan review associated with final subdivision plans | 19) Site plan review for commercial developments                   |
| 7) Design reviews – residential and non-residential                 | 20) Special exceptions   |
| 8) Developer's Agreements   | 21) Tree removal permits   |
| 9) Fees – estimating and invoicing                                  | 22) Vacations – easements, plats, and right-of-way                 |
| 10) Final plats for subdivisions                                    | 23) Zoning variance reviews  |
| 11) Nonconforming uses  | 24) Zoning verifications – verbal and written letters              |
| 12) Permitted use review/interpretation                             |  |
| 13) Preliminary Subdivision Plans                                   |  |

# One Planner Weekly Workflow





# Weekly Hours Calculation Breakdown

<u>Tasks</u>	<u>Hours Allocated</u>
Miscellaneous Meetings (Developer, LPA, City Council)	5 hours
Planner on Call -- General Public Inquiries, Phone Call, Emails	10 hours
Development Application/Project Management (Admin Tasks)	40 hours
Development Plan Review	20 hours
Zoning Review -- Building Permits, BTR, Special Events	5 hours

**\*Average Hours for One Planner to complete the above task is 65-80 hours per week**



## CITY COUNCIL WORKSHOP

**MEETING DATE:** September 6, 2016

**ITEM NUMBER:** 2

**AGENDA ITEM:** First reading of the 2016-2017 Budget Ordinance 2016-09-21

**CITY GOAL:** Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

**PREPARED BY:** Gwen Walker, Finance Director and Redmond Jones, City Manager

**DATE:** August 31, 2016

### **BACKGROUND:**

The total operating budget for the City of Groveland is \$42,783,651. The budget was developed using a millage rate of \$5.600 per \$1,000 of valuation and protects the integrity of the Council's policy to maintain a reserve of 15% of projected operating expenditures..

General Fund	\$18,638,187
Enterprise Fund	\$23,385,196
CRA	\$ 760,268

These totals are inclusive of restricted, committed and unassigned fund balances.

**STAFF RECOMMENDATION:** Approve the first reading of Budget Ordinance 2016-09-21.

**REVIEWED BY CITY MANAGER:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:**

*"The city with a future, watch us grow!"*

**ORDINANCE 2016-09-21**

**AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF GROVELAND, FLORIDA, FISCAL YEAR BEGINNING OCTOBER 1, 2016, THROUGH SEPTEMBER 30, 2017, AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, a public hearing was held on September 6, 2016, and September 19, 2016, as to the millage rate and budget for the fiscal year October 1, 2016, through September 30, 2017, and

WHEREAS, the second public hearing was duly advertised in the Orlando Sentinel as required by Florida Statute, Chapter 200 and Florida Statute, Section 166.041: and

WHEREAS, at such public hearing it was determined that the operating budget for the City of Groveland, Florida, fiscal year October 1, 2016, through September 30, 2017, should be set at \$42,583,651 now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF GROVELAND, FLORIDA, AS FOLLOWS:

1. The budget incorporates a millage rate of 5.6000 for fiscal year October 1, 2016, through September 30, 2017:

**REVENUES**

**GENERAL FUND**

**FUND BALANCE BROUGHT FORWARD:**

Restricted	\$ 3,352,000
Committed	4,151,000
Unassigned	300,000

**ESTIMATED REVENUES:**

Ad Valorem Taxes	3,218,034
Sales and Use Taxes	2,339,948
Franchise Fees	652,001
Intergovernmental Revenue	1,213,262
Charges for Services	625,313
Fines & Forfeitures	223,002
Miscellaneous Revenue	156,000
Impact Fees	925,600
Other Sources	282,027
Building Department	1,000,000
Total	<u>\$ 18,438,187</u>

**WATER AND SANITATION FUND**

**FUND BALANCE BROUGHT FORWARD:**

Restricted	\$ 5,895,000
Unassigned	2,200,000

**ESTIMATED REVENUES:**

Intergovernmental Revenues	-
Charges for Services	6,550,000
Miscellaneous Revenue	49,500
Impact Fees	886,000
Other Sources	7,804,696
Total	<u>\$ 23,385,196</u>

**CRA FUND****FUND BALANCE BROUGHT FORWARD:**

Restricted	\$ 328,590
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**ESTIMATED REVENUES**

Incremental Taxes	410,678
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Miscellaneous Revenue	21,000
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Other Sources	-
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Total	\$ 760,268
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<b>Total estimated revenues and balances</b>	<b>\$ 42,583,651</b>
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**EXPENDITURES/EXPENSES****GENERAL FUND**

General Government	\$ 442,233
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Financial & Administrative	2,073,290
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Public Safety	6,353,424
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Transportation	882,100
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Culture & Recreation	884,140
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Interfund Transfer	-
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Fund Balance Restricted	3,352,000
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Fund Balance Committed	4,151,000
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Fund Balance Unassigned	300,000
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Total	\$ 18,438,187
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**WATER, SEWER AND SANTATION FUNDS**

Operating Expenses	\$ 15,290,196
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Fund Balance Restricted	5,895,000
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Fund Balance Unassigned	2,200,000
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Total	\$ 23,385,196
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**CRA FUND**

Operating Expenses	\$ 760,268
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Total	\$ 760,268
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<b>Total appropriated expenditures and reserves</b>	<b>\$ 42,583,651</b>
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2. This Ordinance becomes effective immediately upon its adoption by the City Council of Groveland, Lake County, Florida.

PASSED AND ORDAINED in regular session of the City Council of the City of Groveland, Lake County, Florida this 19th day of September, 2016, in regular session, by the City Council of Groveland, Florida.

\_\_\_\_\_  
HONORABLE TIM LOUCKS, MAYOR  
City of Groveland, FL

ATTEST:

\_\_\_\_\_  
Redmond Jones, II  
City Manager

Approved as to Form:

Anita Geraci-Carver  
City Attorney

Passed First Reading\_\_\_\_\_

Passed Second Reading\_\_\_\_\_

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Ordinance. Motion was seconded by Council Member \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

	YEA	NAY
Tim Loucks		
Karen McMican		
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